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DD/A Registry
85-0908

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

HMB Minutes

STAT FROM:

STAT Exec. Secretary
HMB

EXTENSION

NO.

DATE 12 March 1985

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EO/DDA 7D-24 Hqs.		13/3		
2. ADDA		13 MAR. 1985		
3. DDA				
4. DDA — Plans / MS		3/14		
5. DDA Registry		3/20		
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS 1-79

GPO : 1983 O - 411-632

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
HMB Minutes

STAT FROM:
STAT Exec. Secretary
HMB

EXTENSION

NO. 85-0908

DATE 12 March 1985

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDO 7E-26 Hqs.				
2.				
3.				
STAT 4. DC/CMS	13 MAR 1985			
5.				
6. SA/ODDO 7D10				
STAT 7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DDA REGISTRY
FILE: 1-1

FORM 1-79 610 USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

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12 MAR 1985

DD/O 85-0446

DD/A Registry
85-0908

MEMORANDUM FOR: HMB Members

STAT FROM: [redacted]
Executive Secretary, HMB

SUBJECT: HMB Meeting Minutes - 4 March 1985

1. The initial meeting of the Headquarters Management Board (HMB) was convened at 1430 hours in room 7D-64. Members
STAT present were [redacted] (Chairman), Mr. Harry E.
STAT Fitzwater (DDA), and Mr. Robert M. Gates (DDI); [redacted]
STAT [redacted] represented the DDO and Mr. James V. Hirsch represented the DDS&T. Others present were Mr. Henry Mahoney,
STAT [redacted] and two contractor/consultants for Configuration Management
STAT [redacted]

2. The following item was brought before the Board:

SUBJECT: Headquarters Configuration Management Plan.
STAT [redacted] introduced [redacted] who gave a briefing which summarized the expected benefits of Configuration Management (CM), reviewed the responsibilities of the two Configuration Control Boards, as defined in the Headquarters Configuration Management Plan (CMP), and listed the procedural steps to implement the CM system at Headquarters. The briefing was concluded with two recommendations to the HMB: first, that the updated version of the CMP, dated 4 March 1985, be approved; and second, that three action items pertaining to further implementation of CM be assigned to C/HOME, OL. (Graphics included as Attachment B)

DISCUSSION:
Discussion by the Board, following the briefing, brought out concerns of the members about responsiveness of the CM system and the need for all Directorates to be represented on the Facilities Management Board. Further discussion emphasized the HMB desire to deliberate facility issues of a cross-directorate nature in addition to those that are

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rooted in space allocations. The Chairman summarized the above discussion and indicated that the Executive Secretary should:

A. Revise the CMP to include DI, DO, and DS&T representation on the FMB.
B. As a matter of operating principle, bring to the HMB facility related issues that are of high management concern for discussion and resolution.
C. Not only work the three approved action items but also prepare positions for the IDEX II facility location and other space-facility issues as they occur.

CONCLUSION:

The Board members approved the Headquarters Configuration Management Plan, as amended by the Chairman's directions, and the meeting was adjourned.

3. A summary of all active action items and those completed since the last report is shown on Attachment A.

NOTE: Please submit any corrections of these minutes to the Configuration Management Staff, RM 3E-14, within three working days of the date of the memo. Otherwise, these minutes will be considered approved as written.

STAT

Executive Secretary

ATTS: a/s

Distribution:
Orig. - HOME/CMS Official
1 - Executive Director
1 - DDA
1 - DDI
1 - DDO
1 - DDS&T
1 - D/L
1 - C/HOME

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ATTACHMENT A

HMB MINUTE MEETING - 04 MARCH 1985

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HMB ACTION ITEMS

The following is a summary of HMB action items as of 4 March 1985

A. Completed Items: None

B. Active Items:

	H063-1	Convene the Facilities Management Board (FMB) -- [redacted] due 4 April 1985	OL/HOME
STAT			
	H063-2	Prepare and Submit for Approval A Space Allocation Baseline (By Directorate) -- [redacted] due 15 April 1985	OL/HOME
STAT			
	H063-3	Prepare and Submit FY87 Space Allocation Plan -- [redacted] due 15 September 1985	OL/HOME
STAT			
	H063-4	Revise the Headquarters Configuration Management Plan to Include on the Facilities Management Board Representatives from DI, DO, & DDS&T -- [redacted] due 29 March 1985	OL/HOME
STAT			

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ATTACHMENT B

HMB MEETING MINUTES - 04 March 1985

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HEADQUARTERS
CONFIGURATION MANAGEMENT
SYSTEM

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RECOGNIZED NEED FOR A CM SYSTEM

- NEW SYSTEMS
- RELOCATED SYSTEMS
- LOGISTICS PLANNING
- TRANSITION SCHEDULING
- ALLOCATING SPACE
- RELOCATING PERSONNEL

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EXPECT FROM YOUR CM SYSTEM

- ORGANIZED MANAGEMENT
- VISIBILITY
- CHANGE CONTROL
- ACCOUNTABILITY
- TRACEABILITY
- STATUS ACCOUNTING

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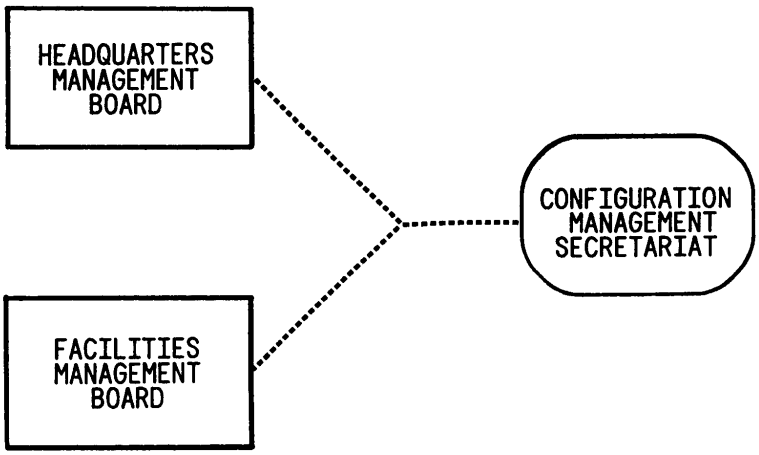
CONFIGURATION CONTROL BOARDS



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CONFIGURATION CONTROL BOARDS
MEMBERSHIP

- HEADQUARTERS MANAGEMENT BOARD (HMB)
  - EXECUTIVE DIRECTOR (CHAIR)
  - DEPUTY DIRECTOR FOR ADMINISTRATION (VICE CHAIR)
  - DEPUTY DIRECTOR FOR OPERATIONS
  - DEPUTY DIRECTOR FOR INTELLIGENCE
  - DEPUTY DIRECTOR FOR SCIENCE AND TECHNOLOGY

- FACILITIES MANAGEMENT BOARD (FMB)
  - CHIEF, HOME (CHAIR)
  - D/CHIEF, HOME (VICE CHAIR)
  - D/CHIEF, HOME (OPERATIONS)
  - REPRESENTATIVES FROM OFFICE OF COMMUNICATIONS, OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF SECURITY, AND SAFETY STAFF

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CONTROLLED DOCUMENTATION

HMB

- o CM PLAN
- o SPACE ALLOCATION (AT DIRECTORATE LEVEL)

FMB

- o TECH EQUIPMENT
  - SECURE VOICE NET
  - DATA GRID
  - NON-SECURE PHONE SYSTEM
  - FIRE/SECURITY/SYSTEM
  - SCREEN ROOMS
- o OPERATIONS CRITICAL AREAS
  - VAULTED AREAS
  - COMPUTER AND COMMUNICATIONS CENTERS
- o FACILITY MODIFICATION PLANS

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ESTABLISHING THE SYSTEM

- CONVENE BOARD
- PLACE DOCUMENTATION UNDER CONTROL (CM PLAN)
- ASSIGN ACTION ITEMS

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